



## Chief Deputy Clerk II

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### Details

**Job ID : 528**

**Title :** Chief Deputy Clerk II

**Job Code :** 1150

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** NO

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### Job Departments

- Circuit Court Clerk

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### Purpose

RESPONSIBLE FOR ASSISTING THE CIRCUIT COURT CLERK IN PERFORMANCE OF CONSTITUTIONAL DUTIES  
INCLUDING  
DAY TO DAY SUPERVISION OF DEPUTY CLERKS

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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### Job Duties

- SUPERVISES DEPUTY CLERKS AND CHIEF DEPUTY I'S
- ENTRY OF ACCURATE DATA INTO COURT OF JUSTICE CASE MANAGEMENT SYSTEM
- FILE AND RETRIEVE LEGAL DOCUMENTS AND COURT RECORDS
- NOTIFIES COUNSEL OF RECORD/PARTIES AS NECESSARY
- ISSUE DRIVERS' LICENSES AND STATE IDENTIFICATION CARDS
- ASSIST PUBLIC CONCERNING THE STATUS OF COURT CASES
- ATTEND COURT AND SERVE AS A BENCH CLERK
- COLLECT FINES AND FEES AS NECESSARY
- OTHER DUTIES AS ASSIGNED